

# Test Coordinator Monthly Webinar



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March 16, 2022

**RHODE  
ISLAND**

# Test Coordinator Monthly Webinars

- **Details:**

- **WHO:** district and school test coordinators, special education directors, EL directors, data managers, technology coordinators
- **WHAT:** pertinent information about state assessments, including monthly tasks, to support schools and LEAs in a successful test administration year
- **REGISTRATION:** the link to register for the entire series can be found at [www.ride.ri.gov/tc](http://www.ride.ri.gov/tc)

- **Webinar Calendar (Wednesdays at 10:00am) – Save the Dates!**

- **April 13, 2022**
- May 18, 2022

# Agenda for March 16, 2022

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- Preparing for the 2021-22 RI State Assessments
  - Tasks: What should you be working on?
  - Individual Test Updates
  - Student Score Report Survey
- Questions, Contact Information, and Resource Slides

# Preparing for the 2021-22 RI State Assessments

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# Tasks for March

State Assessment	Date	Task	Notes
ACCESS for ELLs and Alternate ACCESS	March 15	Ship materials back to DRC	
	Now – March 31	Enter medical exemption into eRIDE Medical Exemption system	<a href="http://www.ride.ri.gov/assessment-exemptions">www.ride.ri.gov/assessment-exemptions</a>
	Now – April 29	Fax completed Form 1: District Assurances Form to RIDE	
DLM	Now – March 25	All First Contact Surveys must be complete	
	Now – March 25	Create rosters for ELA, math, and science (as applicable)	
	Now – April	Complete training for test administrators	
SAT and PSAT 10	Now - April	Complete training for proctors and hall monitors	<a href="http://www.ride.ri.gov/assessment-training">www.ride.ri.gov/assessment-training</a>
	Now – April	Create accounts for proctors in CB TIDE and add accommodations to CB TIDE	
	Now – Testing	Create rosters for testing rooms, including accommodated testing rooms. Make sure all accommodations requests are in <i>approved</i> in SSD Online.	

# Tasks for March

State Assessment	Date	Task	Notes
RICAS	March 16	Receive and inventory initial ELA Shipment: <ul style="list-style-type: none"> <li>• ELA paper test materials</li> <li>• Manuals: TCM, TAMS (CBT and, if applicable, PBT)</li> </ul>	See: <a href="#">RICAS Test Coordinator's Manual</a> (page iv; also Part II, Section E) See: <a href="#">RICAS TC Training Presentation</a> (slides 33, 46)
	March 16-18	Order additional paper test materials for students with the paper test accommodation set in PAN but who did not receive paper materials	
	Now	Train test administrators and all personnel involved in testing	<a href="http://www.ride.ri.gov/assessment-training">www.ride.ri.gov/assessment-training</a> for TA Core Presentation; <a href="http://www.ride.ri.gov/assessment-manuals">www.ride.ri.gov/assessment-manuals</a> for RICAS Test Coordinator Manual
	Now	Test administrators / test coordinators review PAN task modules	<a href="http://ricas.pearsonsupport.com/training/">http://ricas.pearsonsupport.com/training/</a>
	Now	Create PAN Sessions for computer-based testing	See: <a href="#">RICAS Test Coordinator's Manual</a> (Part II, Section D.5 and D.6) See: <a href="#">RICAS TC Training Presentation</a> (slide 41, 42)
	Now to start of testing	Prepare materials for testing	See: <a href="#">RICAS Test Coordinator's Manual</a> (Part II, Section F.5) See: <a href="#">RICAS TC Training Presentation</a> (slide 45-47)
	Now to 2 days prior to testing	<b>Confirm all enrollment information is correct</b> (changes take 24-48 hours to be shown in PAN)	See: <a href="#">RICAS Test Coordinator's Manual</a> (Part II, Section E) See: <a href="#">RICAS TC Training Presentation</a> (slide 31)
	Now to 1 day prior to testing	<b>Verify accommodations and accessibility features</b> for all students to ensure accuracy and prevent testing irregularities	See: <a href="#">RICAS Test Coordinator's Manual</a> (Part II, Section D.2, F.3) See: <a href="#">RICAS TC Training Presentation</a> (slide 34)

# Tasks for March

State Assessment	Date	Task	Notes
NGSA	Now to Start of Testing	Train test administrators and all personnel involved in testing	<a href="http://www.ride.ri.gov/assessment-training">www.ride.ri.gov/assessment-training</a> for TA Core Presentation; <a href="http://www.ride.ri.gov/assessment-manuals">www.ride.ri.gov/assessment-manuals</a> for NGSA Test Coordinator Manual
	Now to Start of Testing	Test Administrators complete TA Certification Course	<i>TDS access only; must also participate in training described above</i>
	Now	Review accommodations and accessibility features settings for students in NGSA TIDE; order any paper test accommodations.	
All Assessments	Now	Make sure that you (district test coordinators and school test coordinators) are receiving our Test Coordinator Memos	Check <a href="http://www.ride.ri.gov/TC">www.ride.ri.gov/TC</a> in the 'Memos section' for archived memos and directions to join the listserv
	Now	Verify all student enrollment information – particularly grade levels and for students in outplacement schools	Use the “Outplacement Schools” apps (for district or for outplacement) discussed in January and February Test Coordinator Monthly Webinars
	Now	Communicate assessment schedule to all families, students, and personnel involved in testing	

# Training for Test Administrators

[www.ride.ri.gov/Assessment-Training](http://www.ride.ri.gov/Assessment-Training)

State Assessment	Mode	Dates Available	Link	Notes
ACCESS for ELLs and Alternate ACCESS	Online Modules	<i>Now</i>	<a href="#">WIDA Secure Portal</a>	
DLM	Online Modules	<i>Now</i>	<a href="#">Training Site</a>	<a href="#">RI Guide to Required Training</a>
SAT and PSAT 10	Online Modules	<i>Now</i>	TBA	
	Proctor & Hall Monitor Training	<i>Now</i>	<a href="http://www.ride.ri.gov/assessment-training">www.ride.ri.gov/assessment-training</a>	
RICAS	Online Modules	<i>Now</i>	<a href="#">RICAS Resource Center</a>	Supplement to Test Administrator Core training
NGSA	Online Module	<i>Now</i>	<a href="#">RI NGSA Portal</a>	This training covers TDS usage only, need main training



# Updates: NAEP

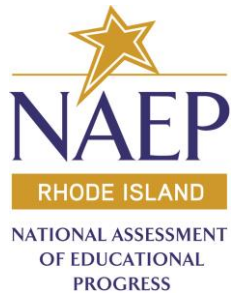
[www.myNAEP.com](http://www.myNAEP.com)

## Testing window: Monday, January 24 – Thursday, March 31, 2022

- NAEP Field Representatives adhere to federal guidelines for COVID Protocols
- All 149 selected schools have been assessed. Some pending make-up assessments.
  - 86 grade 4
  - 63 grade 8
- Make-up testing this week.
  - 6 schools
- *Manage Questionnaires* completion on [www.myNAEP.com](http://www.myNAEP.com)

\*\*\*\*\***THANK YOU**\*\*\*\*\*

**for your efforts with NAEP 2022!**



# Updates: ACCESS for ELLs

- Statewide online participation rate: 97%



## Testing Dates

**12/2/21-3/11/22**

WIDA AMS test setup available for test sessions

**12/21/21**

Districts receive test materials

**12/21/21-2/11/22**

Additional test materials ordering window in AMS

**1/10/22-3/11/22**

Test Window

**3/15/22**

Deadline for shipping completed test materials to DRC

**5/4/22**

Districts receive reports - Online

**5/20/22**

Districts receive reports - Printed

# Updates: RICAS

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- **March 16 - ELA paper materials and all manuals shipment received in schools:**
  - Verify receipt of TCM and TAMs (CBT; PBT if applicable).
  - Inventory and securely store all paper testing materials (e.g., test and answer booklets).
  - For any students whose paper test accommodation was entered into PAN after February 18 and who did not receive paper test materials, order those paper test materials through the RICAS Service Center, in addition to any TAMs.
- **Review RICAS TCM for upcoming tasks and deadlines:**
  - Train Test Administrators (if not completed already). Distribute copies of Test Administrator's Manuals to test administrators (TAs), and print/send copies of the Test Security Requirements to all non-TAs involved in testing
  - Verify accuracy of student information (incl. grade level) in PAN, and update in enrollment census ASAP if incorrect.
  - Run accommodations report to verify all are correctly assigned in PAN (see the RICAS TC Training and RICAS TCM) – *remember: RIDE is the only one who can void/reset a test if there is an accommodations-related irregularity.*
  - Ensure all technology meets the hardware/software requirements.
- **Update:**
  - Make sure that your district and/or school has iContact on its allowlist to be able to receive the test coordinator memos
  - New Dashboard feature in PAN for test coordinators

# Student Score Report Survey

<https://www.surveymonkey.com/r/AssessmentISRDistribution2022>

- RIDE is considering the possibility of adding the ability for districts and schools to distribute student score reports electronically (e.g., through parent portal).
  - Currently, have the ability to generate (or access) PDFs of ISRs for DLM, NGSA, RICAS, PSAT, and SAT.
  - Potentially looking to add additional functionality for future years.
- For RICAS this year, we will have individualized videos again for students score reports, and are looking into functionality for LEAs to use an SMS-ready file to be able to distribute the individualized links to those reports to families.
- Questions for data managers / district administrators:
  - Do you distribute student score reports electronically?
  - If so, how do you do it?
  - Do you have the capacity to distribute individualized text messages to families?
  - Do you need a paper copy for the student record, or is a digital copy sufficient?
  - Would you prefer digital distribution only, hybrid (paper plus digital), or paper?
  - You are welcome to provide additional suggestions based on your current processes and technology capacity.

# Reference Information

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# 2021-2022 State Assessment Calendar: Elementary & Middle School

State testing windows are posted at [www.ride.ri.gov/Assessment-Schedules](http://www.ride.ri.gov/Assessment-Schedules)

Test	Content Area(s)	Grades	Test Window Opens	Test Window Closes
ACCESS for ELLs	ELP	K-12	January 10, 2022	March 11, 2022
Alternate ACCESS for ELLs	ELP	1-12	January 10, 2022	March 11, 2022
NAEP (selected schools)	Reading, Math Civics & U.S. History	4, 8 8	January 24, 2022	March 31, 2022
RICAS	ELA	3-8	March 28, 2022	April 29, 2022
	Math	3-8	April 25, 2022	May 27, 2022
DLM	ELA, Math Science	3-8 5, 8, 11	April 4, 2022	May 27, 2022
NGSA	Science	5, 8, 11	April 25, 2022	May 27, 2022

# 2021-2022 State Assessment Calendar: High School

State testing windows are posted at [www.ride.ri.gov/Assessment-Schedules](http://www.ride.ri.gov/Assessment-Schedules)

Test	Content Area(s)	Grades	Test Window Opens	Test Window Closes
ACCESS for ELLs	ELP	K-12	January 10, 2022	March 11, 2022
Alternate ACCESS for ELLs	ELP	1-12	January 10, 2022	March 11, 2022
DLM	ELA, Math Science	3-8, 11 5, 8, 11	April 4, 2022	May 27, 2022
PSAT10	Reading, Math	10	April 13, 2022 (primary)	April 15, 2022
			April 26, 2022 (make-up)	April 28, 2022
RI SAT School Day*	Reading, Math	11	April 13, 2022 (primary)	April 15, 2022
			April 26, 2022 (make-up)	April 28, 2022
NGSA	Science	5, 8, 11	April 25, 2022	May 27, 2022

\* **RI SAT School Day** also has a Paper test date (April 13; make-up April 26) for homeschooled students and RI students enrolled in out-of-state schools. However, some students requiring a paper test as an accommodation may either be tested on April 13 or during the accommodated testing window, depending on the type of accommodation.

# Medical Exemption Dates

[www.ride.ri.gov/assessment-exemptions](http://www.ride.ri.gov/assessment-exemptions)

TEST	EXEMPTION REQUEST OPEN	EXEMPTION REQUEST CLOSED	LAST DATE TO SUBMIT FORM 1
ACCESS / Alt ACCESS	February 14	March 31	April 29
NAEP	N/A		
DLM	May 23	June 30	July 29
SAT	April 25	June 3	July 29
PSAT10	April 25	June 3	July 29
RICAS ELA	April 25	June 3	July 29
RICAS Math	May 23	June 30	July 29
NGSA	May 23	June 30	July 29

- To be considered for review:
  - Form 1 (District Form) must be received at RIDE by the date shown in the *Last Date to Submit Form 1* column **and**
  - the request must be entered into the Medical Exemption application in eRIDE by the date shown in the *Exemption Request Closed* column.
- Exemption requests will be processed beginning on the *Last Date to Submit Form 1* date.
- Approval/denial emails will be sent to superintendents only.



# Primary RIDE Website Resources

These websites are referenced the most in our state assessment guidance materials

Webpage Name	Contents	Link
RISAP Test Coordinator Information	Updates, memo archives, monthly webinar registration link and recording/presentation archive, help desk and general RISAP info	<a href="http://www.ride.ri.gov/TC">www.ride.ri.gov/TC</a>
Assessment Schedules	State testing windows for all assessments	<a href="http://www.ride.ri.gov/Assessment-Schedules">www.ride.ri.gov/Assessment-Schedules</a>
Assessment Manuals & Materials	Manuals, guides, and links to assessment websites to support administration	<a href="http://www.ride.ri.gov/Assessment-Manuals">www.ride.ri.gov/Assessment-Manuals</a>
Statewide Assessment Training	Training requirements and resources for test coordinators and test administrators, training calendar	<a href="http://www.ride.ri.gov/Assessment-Training">www.ride.ri.gov/Assessment-Training</a>
Assessment Accommodations	Accommodations and Accessibility Features Manual, assessment-specific resources	<a href="http://www.ride.ri.gov/Accommodations">www.ride.ri.gov/Accommodations</a>
Assessment Exemptions	Information about medical exemptions	<a href="http://www.ride.ri.gov/Exemptions">www.ride.ri.gov/Exemptions</a>
Assessment Results	Assessment reporting website resources and archive	<a href="http://www.ride.ri.gov/Assessment-Results">www.ride.ri.gov/Assessment-Results</a>
Released Items / Practice Tests	Released items, practice tests, and other resources	<a href="http://www.ride.ri.gov/Released-Items">www.ride.ri.gov/Released-Items</a>

# Supplemental RIDE Website Resources

Additional websites that may be helpful to find or share information about RI's state assessments

Webpage Name	Contents	Link
Resources for Families	General information about standards, curriculum, and assessment for families	<a href="http://www.ride.ri.gov/Families">www.ride.ri.gov/Families</a>
Technical Reports	Technical specifications and reports for state assessments	<a href="http://www.ride.ri.gov/Technical-Reports">www.ride.ri.gov/Technical-Reports</a>
One Percent Rule	Information on the one percent threshold, statewide, on the number of students taking alternate assessments	<a href="http://www.ride.ri.gov/One-Percent-Rule-Assessment">www.ride.ri.gov/One-Percent-Rule-Assessment</a>
Interim Assessments	Funding opportunity for LEAs to purchase ELA, math, or science interims from select vendors	<a href="http://www.ride.ri.gov/Interims">www.ride.ri.gov/Interims</a>
Assessment-Specific:	ACCESS for ELLs	<a href="http://www.ride.ri.gov/ACCESS">www.ride.ri.gov/ACCESS</a>
	DLM Alternate Assessment	<a href="http://www.ride.ri.gov/DLM">www.ride.ri.gov/DLM</a>
	NAEP	<a href="http://www.ride.ri.gov/NAEP">www.ride.ri.gov/NAEP</a>
	Next Generation Science Assessment	<a href="http://www.ride.ri.gov/NGSA">www.ride.ri.gov/NGSA</a>
	PSAT10 / RI SAT School Day	<a href="http://www.ride.ri.gov/SAT">www.ride.ri.gov/SAT</a>
	RICAS	<a href="http://www.ride.ri.gov/RICAS">www.ride.ri.gov/RICAS</a>

# Assessment Office Resources

- Assessment Mailbox: [assessment@ride.ri.gov](mailto:assessment@ride.ri.gov)
- Assessment Resources: [www.ride.ri.gov/TC](http://www.ride.ri.gov/TC)
  - Manuals: [www.ride.ri.gov/assessment-manuals](http://www.ride.ri.gov/assessment-manuals)
  - Training: [www.ride.ri.gov/assessment-training](http://www.ride.ri.gov/assessment-training)
  - Accommodations: [www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations)
- Assessment Data Portal:
  - Public Site: <https://www3.ride.ri.gov/ADP>
  - Confidential Site: <https://portal.ride.ri.gov/Account/Login>
- Ana Karantonis (ACCESS for ELLs, psychometrics)
  - 401-222-8940
  - [Ana.Karantonis@ride.ri.gov](mailto:Ana.Karantonis@ride.ri.gov)
- Heather Heineke (DLM, PSAT10, SAT, accommodations)
  - 401-222-8493
  - [Heather.Heineke@ride.ri.gov](mailto:Heather.Heineke@ride.ri.gov)
- Jackie Branco (NAEP, data quality)
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  - [Jacqueline.Branco@ride.ri.gov](mailto:Jacqueline.Branco@ride.ri.gov)
- Kamlyn Keith (RICAS, NGSA)
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